

ALTERNATE RANGE CRITERIA 274

Established 6/12/89

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B or Range C.

Range B. This range shall apply to persons who have satisfactorily completed either:

1. Six months of experience performing the duties of a Business Service Assistant (Specialist), Range A, and six semester or nine quarter units of college courses in English, public or business administration, accounting, statistics, or a subject area closely related to work of a Business Service Assistant (Specialist) as determined by the appointing power. or
2. One year of experience performing duties at a level of responsibility equivalent to Office Technician. or
3. Equivalent to graduation from college, preferably with major work in a field related to business or public administration.

Range C. This range shall apply to persons who have satisfactorily completed the equivalent of one year of experience performing the duties equivalent to Business Service Assistant (Specialist), Range B.

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676 except that upon movement to Range C the provisions of DPA Rule 599.674 shall apply.